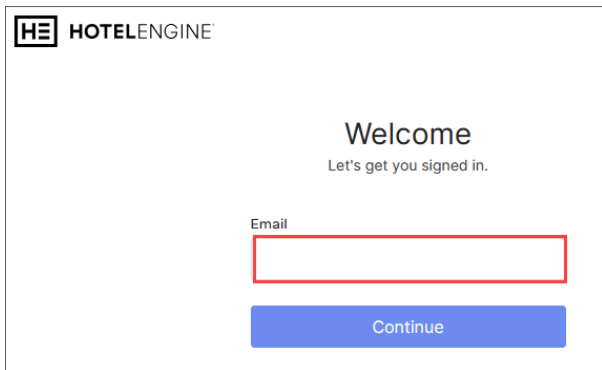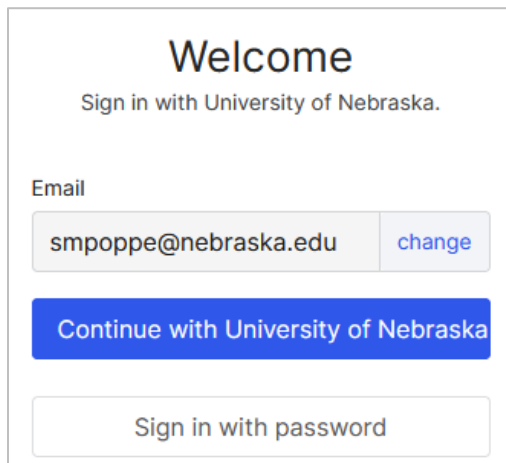## TRAVEL APPLICATION

Booking

HELPFUL HINTS

Hotel Engine is the preferred hotel booking platform for the State of Nebraska. As a University of Nebraska or State College employee, access is available to a wider selection of hotels and exclusive rates at or below GSA—both in Nebraska and nationwide.

Hotel Engine specializes in team/group reservations, allowing requesting, planning, and tracking of large or complex bookings. Group criteria include either bookings that require eight or more rooms or extended stays lasting 30+ consecutive days.

First time logging in requires a University or State College email address. Enter email address and click *Continue*.
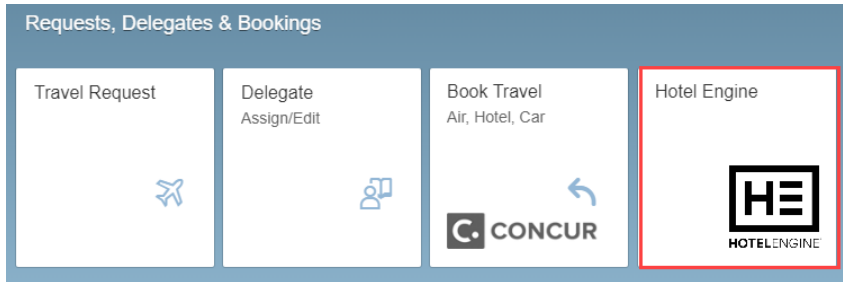

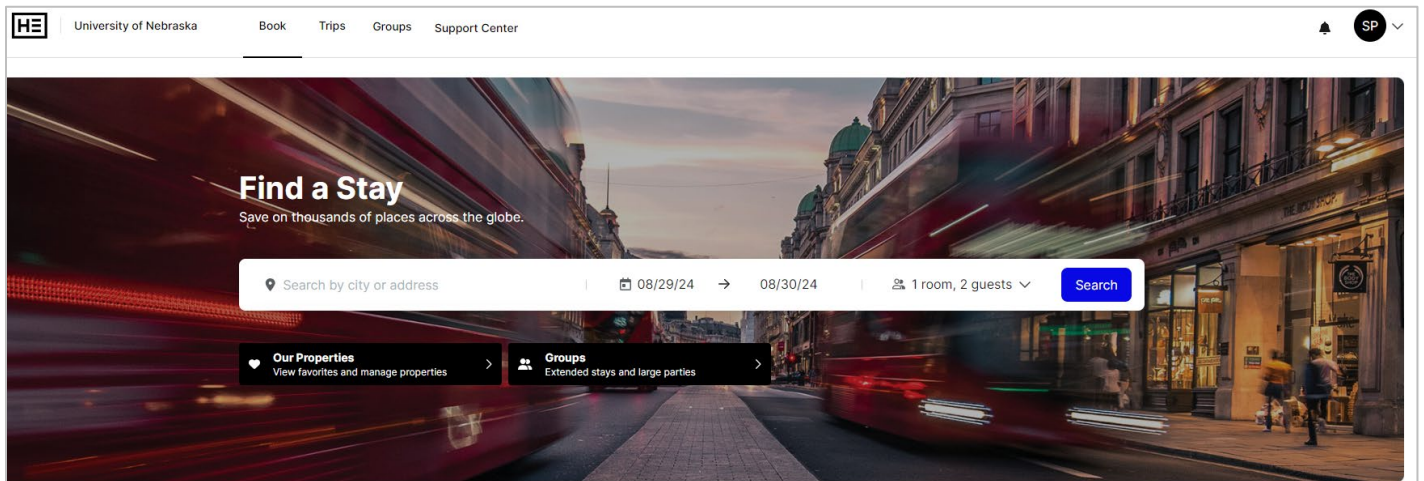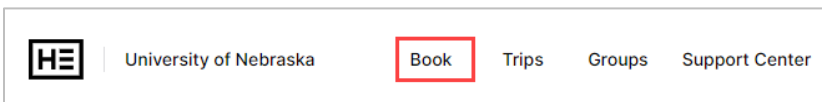When prompted, select *Continue with University of Nebraska.*

PROCEDURE

To book a hotel, from within the Travel & Expense Reporting tile in Firefly, click on Hotel Engine.
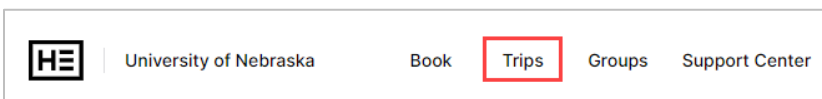

A new browser window opens with Hotel Engine home page.

The Dashboard allows you to navigate the Hotel Engine platform. Select **Book** to search hotels, book rooms, and customize search results with property preferences

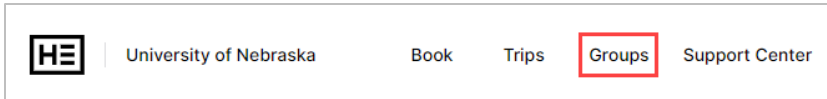**Trips** tab of the dashboard allows viewing and managing travel by:

- Viewing all past, pending, and future bookings.
- Modifying reservation details.
- Cancel, shorten, or extend bookings.

Updated August 29, 2024

Groups tab is the control center for requesting, planning, and tracking large or complex bookings managed by the Hotel Engine groups team. Available from this tab:

- Submit a group trip request.
- Track the status of open requests.
- Manage hotel properties.
- Access information about group trips.

Group criteria include either bookings that require eight or more rooms or extended stays lasting 30+ consecutive days.

The *Support Center* tracks assistance with any booking.